

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 38

September 25, 2003

SUBJECT: DEFINING THE POLICE EXPLORER PROGRAM AS A DEPARTMENT ENTITY - ESTABLISHED

PURPOSE: The Police Explorer Program was established in 1962 and operates as a Learning for Life Program. The Los Angeles Police Department Police Explorer Program has three principal goals:

- * Recruit and prepare young men and women for future careers in law enforcement by offering a positive relationship between police and the youth of our community;
- * Provide a forum in which young people can provide non-hazardous community services, thereby relieving police officers for other assignments; and,
- * Provide solid training toward the development of better citizens and better physical fitness for all who participate in the program.

In 2001 police explorers donated 87,626 hours of community service and crime prevention efforts to the Department. Normally, there have not been any City funds provided for this extremely worthwhile and rewarding program; the participants and other community members raised and donated all funds.

The purpose of this Order is to define the Department's Police Explorer Program as a Department entity and non-profit organization.

PROCEDURE:

I. POLICE EXPLORER PROGRAM - ESTABLISHED. Each geographic Area shall sponsor a police explorer post. Any major group/division within the Department may also sponsor a police explorer post with the approval of the Youth Programs Control Committee as outlined in the Department's Youth Programs Manual (Volume III, Chapter 1, Section 150.05). The Police Explorer Program is chartered to the Los Angeles Police Department through the Learning for Life Program. As such, the Learning for Life Program and the Los Angeles Police Department are partners in providing important youth development and opportunity to the community.

II. RECRUIT POLICE EXPLORER - DEFINED. A recruit police explorer is any youth member of the Police Explorer Program who has registered with the Learning for Life Program, but has not graduated from the Police Explorer Academy.

Note: The Department's 96-hour Police Explorer Academy training is composed of academics, physical training and military drill with instruction provided by police officers and police explorers of the Department.

III. POLICE EXPLORER - DEFINED. A police explorer is defined as any youth member of the Police Explorer Program, regardless of rank, who has graduated from the Police Explorer Academy.

Police explorers may be utilized in many Department operations, thus allowing sworn personnel to handle other critical functions.

IV. POLICE EXPLORER POST ADVISOR'S RESPONSIBILITY. A Police Explorer Post Advisor is a sworn officer who directs the activities of the Division's Explorer Scout Post by training police explorers in various functions of police work such as patrol, traffic, investigations, and narcotics. Police Explorer Advisors also provide supervision when Police Explorers are involved in searches, crowd control, and parking control activities. They also plan, organize, and supervise trips to sporting events and other social functions.

The responsibilities of a Police Explorer Post Advisor are outlined in the Department's Youth Programs Manual (Volume III, Chapter 1, Section 160.25).

V. AREA COMMUNITY RELATIONS UNIT'S RESPONSIBILITY. The Area Community Relations Unit is responsible for the operations of the Area Police Explorer Post. The officer in charge of the Area Community Relations Unit, under the direction of the Area commanding officer, shall supervise the Police Explorer Post Advisors and ensure the Area Police Explorer Post operates in conformance to Department guidelines.

Exception: If a bureau, group, Area, or division does not have a Community Relations Unit and has a police explorer post, the commanding officer shall designate a supervisor to perform the responsibilities of the Community Relations Unit.

VI. COMMANDING OFFICER'S RESPONSIBILITY. Commanding officers shall exercise line control over explorer activities at the respective bureaus, groups, Areas, or divisions and ensure that activities conform to both the Department's Police Explorer and Learning for Life Programs. Within policy guidelines and legal constraints, commanding officers have the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. It is incumbent upon commanding officers to ensure that the Police Explorer Program under their command is well rounded, productive, and operates consistently with stated Police Explorer Program objectives.

Commanding officers shall appoint two (2) sworn Youth Services Officers (YSO), one male and one female, to serve as Police Explorer Post Advisors. Commanding officers should consider the following when selecting a YSO to serve as a Police Explorer Post Advisor:

- * Tenure;
- * Maturity;
- * Work history;
- * Administrative skills;
- * Oral and written communication skills;
- * Flexibility; and,
- * Commitment.

A commanding officer may delegate the necessary authority for the efficient operation and administration of the Area Police Explorer Program to the Officer in Charge, Community Relations Unit. However, ultimate responsibility for the Area Police Explorer Post rests with the Area commanding officer.

VII. JUVENILE DIVISION'S RESPONSIBILITY. Juvenile Division is responsible for the following:

- * Exercising functional supervision over all Department personnel participating in the Police Explorer Program by providing information, training, evaluation, and auditing of policies and procedures including civilian volunteers;
- * Updating the Youth Programs Manual;
- * Maintaining a database of current and former police explorers;

- * Maintaining liaison with the Learning for Life Program;
- * Developing Police Explorer Program promotional material and opportunities;
- * Coordination and line supervision of the Police Explorer Academy;
- * Conducting the monthly YSO Meeting; and,
- * Coordinating activities involving Police Explorer Posts from more than one geographic bureau.

Note: The level of coordination will depend upon the nature and complexity of the event. Coordination may vary from providing liaison and information between Police Explorer Program personnel and event sponsors to actual deployment and line supervision of Police Explorer Program personnel assigned to work a particular event. The level of coordination required at specific events will be decided by the Commanding Officer, Juvenile Division.

VIII. FISCAL OPERATIONS DIVISION'S RESPONSIBILITY. Fiscal Operations Division (FOD) shall be responsible for the proper administration and accounting of all Police Explorer Post funds. Fiscal Operations Division shall set up separate checking accounts within the Department's trust fund, one for each Police Explorer Post and one for Juvenile Division. All funds donated to a Police Explorer Post shall be submitted to FOD. Fiscal Operations Division shall deposit all funds in the appropriate Police Explorer Post checking account. Fiscal Operations Division shall ensure that Police Explorer Post funds comply with the appropriate provisions of the Internal Revenue Service (IRS) Code.

Note: Donations made to Police Explorer Posts are tax deductible because they are considered a non-profit governmental agency; however, Police Explorer Posts are not governed by IRS Code 501 (c) (3), which applies only to private non-profit organizations.

AMENDMENTS: This Order amends Sections 2/490.01, 2/647.20, 2/722.01 and adds Section 3/245.50 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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